

# SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 14<sup>th</sup> December 2017

Time and Venue of Meeting: 9.15 am, Principal's Office

CONVENER and CHAIR: Dr. Sashi Kumar G, Principal, SSTM

Members present:

Mr. Madhu T.K., HR Manager, Hi-builds Coatings  
Dr. Raman Nair V, Group Director, SCMS Group of Institutions  
Dr. Sherin Mariam Alex, Vice Principal, SSTM  
Dr. Rupa R, Associate Professor, SSTM-MBA  
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA  
Mr. Shanmughadas, Lecturer, SSTM-B.Com  
Ms. Rose Paul, Lecturere, SSTM-BA (Eco)  
Ms. Subaida, C H, Secretary, SSTM  
Dr. Susan Abraham, Professor, SSTM-MBA  
Mr. Arun Jacob, Alumni, SSTM  
Mr. Ashwin H, MBA student, SSTM

Members absent:

Dr. Indu Nair, Director – MCA, SSTM  
Mr. P M A Latheef, Liaison Officer, SCMS  
Dr.C Mohankumar, Director, SSTM-Biotechnology

The following points were discussed:

**The Principal welcomed two new members to the IQAC.**

Dr. Rupa R , Associate Professor, SSTM-MBA in the place of Ms. Catherine Mary Mathew

Mr. Ashwin H, Student, MBA-SSTM.

## **1. Review of the previous IQAC meeting**

The Principal reviewed the minutes of the previous IQAC meeting.

2. Progress of the ongoing semesters (inclusive of all subjects, add-ons, etc)

NPTEL courses – 17 students (two batches) have completed two courses.

TIME courses have been proposed for IMCA and BA Economics students from January 2018 onwards

ACCA and CMA courses are going on for B.com students.

Add-on course on International Finance is proposed to be offered for the First batch of BA Economics students when they reach the third year of the degree course.

Dr. V Raman Nair advised the faculty members to introduce Field visits, Pursuits, visits to export houses, associate with FICCI, CII and Kerala Chambers of Commerce.

With regard to Mentoring, Dr. V Raman Nair said that feedback have to be taken from students at the end of the semester to know the usefulness of mentoring. Mr. Ashwin H added that mentoring has been useful for students.

BA Economics have introduced Multiple Choice Questions in their Internal evaluation system.

Dr. V Raman Nair suggested introducing Exit point Questionnaire for the present senior students who will be leaving campus at the end of the semester.

As part of Soft Skill Development, use of Language Lab will be enhanced among the undergraduate students.

Kalari for self-defense was introduced for first semester students of IMCA.

The Chair informed the members that the Alumni Association is being registered. Ms. Rekha Sunny informed the members that MCA Batch 9 students had an Alumni meet recently.

The Chair informed the meeting that two Vocational Courses on Jewellery making and Doll Making will be introduced for the B.Com students.

### 3. Topics for conducting a NAAC sponsored Workshop or Seminar

Dr. Raman Nair suggested two topics for submitting proposal to NAAC- 1. Article Writing and publishing, and 2. Literature survey.

The Chair suggested to organize a Workshop for MCA faculty on 'Mentoring'.

### 4. Pursuant to the Workshop on Writing Effective Course Outcomes, each department to appraise the Chair on the implementation of the outcomes of the Workshop.

All the faculty members informed the Chair that all the faculty have written their Course plans as per the requirements of NAAC.

The meeting concluded at 10.15 am.



PRINCIPAL